



**Investigator 3  
Business and Professions Division  
Olympia, Washington**

**Compensation: Range 51 \$3,234 – \$4,141/mo (DOQ)**

**Open until filled**

**Mission & Vision**

The Department of Licensing (DOL) is an agency that protects the public safety and welfare in all areas we license and regulate, and ensures the fair, timely and efficient collection of state revenue. We are surprisingly innovative, setting new standards of excellence in customer service, consumer protection and public safety. Nearly every Washington State resident interacts with DOL in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The Department of Licensing employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at [www.dol.wa.gov](http://www.dol.wa.gov).

**Position Objectives & Responsibilities**

With the Real Estate/Appraiser/Timeshare/Camping Resort Investigation Unit of the Real Estate Program, this position is responsible for conducting complex statewide investigations of complaints regarding alleged violations of applicable laws, regulations and standards. This position will be assigned to the office in Olympia and will require statewide travel approximately twenty-five percent of the time.

**Desired Competencies**

- A demonstrated understanding of the principles and practices of Real Estate Sales and/or Real Estate Appraising and in subjects associated with these professions.
- Experience in analyzing, interpreting and applying legal documents, law, regulations and policies in order to plan and conduct investigations.
- Experience in identifying, collecting, organizing, and documenting data and information in ways that make the information most useful for subsequent assessment, analysis, investigation and discipline.
- Excellent oral and written communications skills in order to enhance clarity, and information flow, and to develop complete and comprehensive reports regarding investigation status and findings.
- Ability to handle potentially difficult/hostile parties involved in an investigation.

**Preferred Competencies**

- Full range of investigative skills to include
  - planning and prioritizing alleged violations/investigations
  - researching and collecting information to be analyzed in investigation process
  - documenting circumstances and evidence
  - communicating and interviewing to discover facts, interpret laws, regulations, standards and present findings.
- Professional experience in real estate sales, real estate management, real estate appraisal, timeshare and camping resort business, escrow, law, title insurance, mortgage lending, or property management.
- Licensed real estate salesperson or broker
- Licensed or certified real estate appraiser

**Compensation**

This position is in general government service. Starting monthly compensation is \$3,234 – \$4,141/mo depending upon qualifications. We offer a solid benefits package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage. This position is in a collective bargaining unit and as a

condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

## **Application Procedure**

E-mail is the preferred method of application and will be used as the primary method of communication throughout this process.

E-mail application materials to [HRrecruit@dol.wa.gov](mailto:HRrecruit@dol.wa.gov) with a subject line of *06-44G Inv3*.

All requested materials must be submitted.

- A letter of interest (no more than two pages) describing your skills and experience as they relate to the DESIRED and/or PREFERRED COMPETENCIES outlined in this announcement;
- A Washington State Job Application;
- A list of three professional references, including one supervisor, one peer, and one customer, with current telephone numbers and addresses.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check may be conducted.

The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

If e-mail is not possible, please mail materials to:

Human Resources Office

**Attn: 06-44G Inv3**

Department of Licensing

PO Box 6007

Olympia, Washington 98507-6007

Persons with a disability who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.